



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Agency Service Representative 3 [Classified Competitive]			Salary A14 \$41,698.65 - \$58,486.62
Posting Number 249-22	Position Number 634104	Number of Positions 1	Posting Period * From: 03/16/2022 To: 03/30/2022
Location: Division of Epidemiology, Environmental and Occupational Health Consumer, Environmental, Occupational Health Service Indoor Environmental Health Assessment 135 East State Street, 4th Floor Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the general supervision of a Program Manager or other supervisory staff, this position is responsible to assist in the conduct of investigations surrounding violations of lead regulations. When necessary, conducts interviews, maintain records, prepare reports and violation notices and participate in hearings. Reviews applications for certification to conduct lead-based paint activities. Ensures that applicants meet the requirements of N.J.A.C. 8:62, Standards for Lead Certification, are fully completed and information is accurate. Issues lead permits to all qualified applicants. Processes reciprocity applications and ensure that all out-of-state certifications are valid. When requested, answers questions and provides information to the public on lead regulatory requirements, health information and other pertinent information. Provides assistance to trainees, certified training agencies, applicable Federal agencies and local and state government agencies in accordance with NJ DOH policies and procedures. Identifies, intervenes and resolve difficult issues pertaining to training agency inquiries, permit issuance, reciprocity questions, etc. Processes checks and money orders in a timely fashion, provide report of revenue collected.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EXPERIENCE: Three (3) years of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PSTEEOH@doh.nj.gov</i> • Mail the required documents to: Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #249-22 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*